



NELLIS COMPOSITE SQUADRON OPERATING INSTRUCTION 2-09
1 JULY 2009
Activities

SIGN UP SHEETS

This instruction prescribes the Activity Sign-Up procedures for Nellis Composite Squadron

1. Sign-up sheets and folders will be provided for all AUTHORIZED ACTIVITIES (approved by the squadron commander) to ensure consistent and accurate information is given out; ample transportation; chaperones; equipment; food (if required) and facilities are available.
2. Sign-up sheets and folders for specific activities will be created and maintained by the Project Officer assigned to it, and include the following information:
 - a. Name of the activity
 - b. Date(s) of the activity
 - c. Times and places of departure and return
 - d. Project Officer's name and number
 - e. Uniform requirements
 - f. Name and phone number of participants
3. The Project Officer will ensure the sign-up sheets/folder is displayed at the sign-in table before each meeting, at least one week before the activity date.
4. All members are to sign up using their own signature, due to the consequences of the NO-SHOW policy. Others will not assume the responsibility of signing up another member!
 - a. Anyone signing up obligates himself to attend. It is a promise! A promise we have every right to expect he will keep!
 - b. Place a question mark ("??") immediately after your name to "flag" your name as an interested member, but requiring parental permission before you can commit. That way, the project officer will make plans for you to attend, and make accommodations for you, but you will not be held accountable if you later remove your name.
5. Family or medical emergencies are an acceptable reason for not showing up for a meeting/activity. However, a written explanation is required.
6. Signed up members must personally remove their names from the sign-up sheet to be released from their OBLIGATION.
7. NO-SHOWS will be subject to the provisions of the FREEZE LIST policy.

//SIGNED//

David G. Jadwin, LtCol, CAP
Nellis Composite Squadron Commander